

Resolution A19-1R3

SFCG MEETING INPUT DOCUMENTS

The SFCG,

CONSIDERING

- a) that a major purpose of SFCG meetings is to promote the open discussion and resolution of spectrum management issues among representatives of international space agencies;
- b) that discussion and resolution of issues requires an understanding of agency' requirements and positions and this is best accomplished by the exchanging Discussion Documents, described in Resolution A2-3, in advance of the meeting;
- c) that SFCG meetings are generally held once each year and the amount of time available for discussing and resolving each issue is necessarily limited;
- d) that the number of documents which can be discussed at an SFCG meeting must also be limited;
- e) that delegates to an SFCG meeting must have sufficient time to read, understand, and prepare their responses to positions advocated in Discussion Documents;
- f) that another major purpose of SFCG meetings is to provide for the efficient dissemination of information among agencies on matters related to use of the RF spectrum;
- g) that such exchange of information can be accomplished efficiently with Information Documents, provided for in Resolution A2-3, setting forth agency plans or providing other relevant information;
- h) that there is no need to limit the number of Information Documents, since they are not discussed at meetings;
- i) that manpower and financial constraints make it impractical to ask a hosting agency or the SFCG Secretariat to reproduce sufficient copies of documents for all delegates;

RESOLVES

- 1. that agencies prepare and submit Discussion Documents only on matters in which they have a material interest;
- 2. that Discussion Documents shall have all of the characteristics listed in Table 1;
- 3. that papers not possessing all of the characteristics found in Table 1 shall be designated as Information Documents;

4. that electronic distribution via the SFCG Web Site is the preferred method for distributing SFCG documents;
5. that all input document use the standard format given in the ANNEX;
6. that Discussion Documents to be placed on the SFCG Web Site shall be transmitted to the SFCG Web Coordinator electronically, using one of the formats contained in Table 2, at least two (2) weeks prior to the first day of an SFCG meeting;
7. that Information Documents to be placed on the SFCG Web Site shall be transmitted to the SFCG Web Coordinator electronically, using one of the formats contained in Table 2, at least one (1) week prior to the first day of an SFCG meeting;
8. that agencies shall inform the SFCG Secretariat of the title and request a document number for their Discussion Documents not less than three (3) weeks and for their Information Documents not less than two (2) weeks prior to the first day of an SFCG meeting;
9. that agencies not distributing documents via the SFCG Web Site should send their documents by an international courier service, such as DHL or Federal Express, directly to all persons named in the *List Members and Observers* in the Minutes of the prior SFCG so that Discussion Documents will be received no later than two (2) weeks prior to the first day of an SFCG meeting;
10. that documents hand carried to the SFCG meeting shall be designated as Information Documents and may not be distributed unless sufficient copies are provided for all delegates at the meeting.
11. that the time limits set forth above do not apply to documents outside the control of the SFCG, such as documents originating within the ITU, CEPT, CITEL, APT.

NOTES

that the SFCG Web Coordinator has agreed to use his *best efforts* to place documents received in a proper electronic format on the SFCG Web Site within two (2) days of receipt;

Table 1: Attributes Required to be Designated a Discussion Document

ATTRIBUTE	DEFINITION
Relevancy	Must relate to a matter acceptable for discussion at the SFCG meeting to which it is submitted.
Action Specific	Must request a specific action or modification of existing policy, or provide data needed for an action or policy.
Justification	Must fully justify (technically or administratively) the specific action requested.

Table 2: Acceptable Formats and Application Programs for SFCG Documents

FORMAT / APPLICATION	DESCRIPTION
PDF	Portable Document Format (Adobe Acrobat Reader)
MS Word	Microsoft's word processing software (version 2000 or earlier)

ANNEX

SFCG-XX
DD-DD Month, YYYY
City, State or Province, Country

SFXX-NN/D

MEMBER AGENCY OR ORGANIZATION

DOCUMENT TITLE

(SFCG AGENDA ITEM OR ACTION ITEM REFERENCE IF APPLICABLE)

Abstract

This is a short one paragraph abstract of the purpose, objective and conclusions presented in the input document.